

Privacy Statement

Privacy of personal information is governed by the *Personal Information Protection and Electronics Documents Act* (“PIPEDA”). The BWSC Privacy Policy describes the way that the BWSC collects, uses, and discloses personal information in the course of commercial activities, and states the BWSC’s commitment to collecting, using and disclosing personal information responsibly. The BWSC Privacy Policy is based on the standards required by PIPEDA, and the Club and OSA interpretation of these responsibilities under the act.

The Club Privacy Officer is responsible for the monitoring of personal information collection, use, disclosure, data security and ensuring that all staff and volunteers receive training and direction on privacy issues. The Privacy Officer is also responsible for personal information access requests and complaints. The Club Privacy Officer may be contacted at the following address:

Bolton Wanderers Soccer Club
Wanderers House
561 Glasgow Road
Bolton, ON L7E 0T5
privacy@bwsc.ca

Definition

Personal information is information about an identifiable individual and includes information that relates to their personal characteristics (e.g., gender, age, income, home address or phone number, ethnic background, family status), their health (e.g., health history, health conditions, health services received by them) or their activities and views (e.g., religion, politics, opinions expressed by an individual, an opinion or evaluation of an individual). Personal information, however, does not include business information (e.g., an individual’s business address and telephone number), which is not protected by PIPEDA.

Data Collection

Personal information will only be collected by BWSC to meet and maintain the highest standard of organizing, programming and reporting to the governing bodies. BWSC collects personal information from prospective members, members, athletes, coaches, referees, participants, managers, fans and volunteers for purposes that include, but are not limited to, the following:

Name, address, phone number, cell phone number, fax number and e-mail address for the purpose of emergency contacts, managing insurance claims and receiving communications from Ontario Soccer Association in regards to programs, events, and activities.

NCCP number, education, resumes, fitness test results, and experience for database entry at the Coaching Association of Canada and to determine level of certification, coaching qualifications and coach selection.

Date of birth, athlete history, birth certificate, citizenship and member club to determine eligibility, age group and appropriate level of play/competition.

Résumé, length of service/participation, history, details of performance results, certifications, awards won and bio information for the purpose of award nominations, bio's, published articles and media relations.

Athlete information including height, weight, uniform size, shoe size, feedback from coaches and trainers, performance results from testing, for athlete registration forms, outfitting uniforms, media relations and various components of athlete and team selection and evaluation.

Video footage and photographs at competitions for the purpose of technical monitoring, coach/club review, officials training, educational purposes, sport promotion, media publications and posting on the Club or OSA's website, displays or posters.

Banking information, for BWSC staff payroll, honorariums, company insurance and health plan. Credit card and or cheque details for registration for programs, services or goods payments.

Criminal records check and related personal reference information from background or reference checks for the purpose of implementing Ontario Soccer Association's volunteer screening program.

Marketing information including attitudinal and demographic data on individual members to determine membership demographic structure, and program wants and needs.

Discipline results and long term suspension list to notify Club, Regions, leagues and Districts of suspended members.

BWSC may disclose personal information to a government authority, or governing body that has asserted its lawful authority to obtain the information or where the BWSC has reasonable grounds to believe the information could be useful in the investigation of an unlawful activity, or to comply with a subpoena or warrant or an order made by the court or otherwise as permitted by applicable law.

Consent

BWSC will obtain consent by lawful means from individuals at the time of collection, prior to the use or disclosure of the personal information. If the consent to the collection, use or disclosure was not obtained upon receipt of the information, consent will be obtained prior to the use or disclosure of that information. The BWSC may collect personal information without consent where reasonable to do so and where permitted by law.

By providing personal information to the Bolton Wanderers, individuals are consenting to the use of the information for the purposes identified in this policy.

BWSC will not, as a condition of a product or service, require an individual to consent to the collection, use or disclosure of information beyond that required to fulfill the specified purpose.

Individuals may withdraw consent to the collection, use or disclosure of personal information at any time, subject to legal or contractual restrictions, provided the individual gives fourteen (14) day's notice of such withdrawal to the Bolton Wanderers by mail. The Privacy Officer will advise the individual of the implications of such withdrawal which can include the withdrawal of services or programs.

Limits and Retention of Data

Personal information will not be used or disclosed by the OSA for purposes other than those for which it was collected as described herein, except with the consent of the individual or as required by law.

Information disclosed to a third party with consent from the individual will be protected by a third party agreement to limit use and disclosure.

Personal information including address, phone number, cell phone number, first language and fax number will be retained for a period of three years after an individual has left Ontario Soccer Association in the event that individual chooses to return to Ontario Soccer Association;

Athlete information including name, hometown, school, height, weight, date of birth, uniform number, statistics and performance results will be retained indefinitely for media relations, fan information and historical purposes;

Coaching information will be retained for a period of three years after an individual has left Ontario Soccer Association in the event that individual chooses to return to Ontario Soccer Association and to communicate programs and conference dates;

Qualifications and certifications of coaches will be retained for a period of twenty years after a coach has left Ontario Soccer Association in the event that the individual requires confirmation of qualification and certifications;

Employee information will be retained for a period of seven years in accordance with Canada Customs and Revenue Agency requirements;

E-mail addresses will be retained for a period of 20 years in order to communicate with fans, athletes and members;

Credit Card information will be destroyed immediately upon completion of a financial transaction;

Discipline and Incident Reports will be retained indefinitely for precedents;

In all other cases the term of retention will be according to applicable laws, statues or mandates by our governing bodies.

Safeguards

Personal information is protected by security safeguards appropriate to the sensitivity of the information against loss or theft, unauthorized access, disclosure, copying, use or modification.

Methods of protection and safeguards include, but are not limited to, locked filing cabinets, restricted access to offices, security clearances, need-to-know access and technological measures including the use of passwords, encryption and firewalls.

The following steps will be taken to ensure security:

Paper information is either under supervision or secured in a locked or restricted area.

Electronic hardware is either under supervision or secured in a locked or restricted area at all times. In addition, passwords are used on computers.

Electronic information is transmitted either through a direct line or is encrypted.

Paper information is transmitted through sealed, addressed envelopes or in boxes by reputable courier/delivery companies.

Staff and volunteers are trained to collect, use and disclose personal information only as necessary to fulfill their duties and in accordance with this policy.

BWSC will publicize information about its policies and practices relating to the management of personal information. This information is available through the BWSC web site or upon request by contacting the Privacy Officer of Club office.

Individual Access

Upon written request, and with assistance from the OSA, an individual may be informed of the existence, use and disclosure of his or her personal information and will be given access to that information. As well, an individual is entitled to be informed of the source of the personal information along with an account of third parties to whom the information has been disclosed.

Requested information will be disclosed to the individual within 30 days of receipt of the written request at no cost to the individual, or at nominal costs relating to photocopying expenses, unless there are reasonable grounds to extend the time limit.

If personal information is inaccurate or incomplete, it will be amended as required.

Specific Notes:

IP Addresses

When the user's web browser requests a web page from another computer on the Internet, it automatically gives that computer the address where it should send the information. This address is called the computer's "IP address."

BWSC does not collect, use or disclose IP Addresses.

Cookies

Cookies are small text files that a Web browser transfers to and from your hard drive for record keeping purposes. Cookies make life easier for you by saving your passwords, purchases, and preferences while you're at our site. The use of cookies is an Internet standard, and you'll find cookies at most major Web sites.

The use of cookies is an industry standard and many major browsers are initially set up to accept them. You can reset your browser to either refuse to accept all cookies or to notify you when you have received a cookie. However, if you refuse to accept cookies, you may not be able to use some of the features available on websites.

BWSC does not use cookies to identify specific individuals.

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Applicable Law

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